EDITED TASK LISTING

CLASS: Associate Programmer Analyst (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Mentor a trainee programmer in order to increase her/his knowledge, independence, and productivity using communication skills, knowledge of departmental programs, knowledge of departmental procedures/Departmental Operations Manual (DOM), State Administrative Manual (SAM), Information Services Division (ISD) book/manual, reviewing and correcting their work, walkthroughs, knowledge of department's business functions, technical user manuals, etc. at the direction of your supervisor.
2.	Lead a team of programmers in order to coordinate project activities, review their work, meet deadlines, meet user objectives, and ensure standardization of each programmer's end product using industry standards and best practices, project management tools (e.g., Microsoft project, Enterprise Project Management (EPM), etc.), written and oral communication skills, motivational skills, teambuilding skills, and knowledge of the end product/goal, at the direction of your supervisor.
3.	Plan a project in order to create the Feasibility Study Report (FSR) or concept paper (e.g., scope of project, risk, inter-dependence of tasks, duration of tasks, budget, human resources, reporting, quality control, cost, schedule, communication, procurement needs, alternatives (e.g., Commercial Off the Shelf/COTS), etc.) using knowledge of budget resources, staffing needs, business requirements, deliverable/milestone dates, user interviews, existing business practices, existing documentation, current costs, etc. to comply with legislative mandates and/or respond to user needs.
4.	**Analyze new or existing applications in order to determine needed modifications and compatibility with other applications and user specifications using vendor documentation, source code, debugging tools, optimization programs, data dictionaries, system documentation, user documentation, flowcharts, business rules, workflow diagrams, Entity Relationship Diagrams (ERD), consulting with knowledgeable programmers, etc. at the request of the users and/or direction of your supervisor/technical lead.**
5.	**Document the users' business rules (e.g., calculations, specifications, how the data is manipulated/interpreted, departmental policies and procedures, laws and rules, assembly/senate bills, etc.) in order to automate the business functions and processes required by the user using written communication skills, knowledge of programming, and input from the user about business processes as needed during the project life cycle.**
6.	**Document the parameters used, who created it, changes made, instructions for use etc. for the program in order to have a clear record of how the program was created and is to be used using written communication skills, knowledge of programming, and input from the user about business processes as needed during the project life cycle.**

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Task #	Task
7.	Design new applications in order to support end user needs and comply with legislative mandates using analysis of the application and user needs/requirements, programming knowledge, project management plan, Feasibility Study Report (FSR), business rules, design tools (e.g., Word, Oracle Designer, Visio, Brackets, Entity Relationship for Windows (ErWin)), database normalization rules, etc. at the direction of your supervisor/technical lead.
8.	Redesign existing applications in order to support end user needs and comply with legislative mandates using analysis of the application and user needs/requirements, programming knowledge, project management plan, Feasibility Study Report (FSR), business rules, design tools (e.g., Word, Oracle Designer, Visio, Brackets, Entity Relationship for Windows (ErWin)), database normalization rules, etc. at the direction of your supervisor/technical lead.
9.	Design conversion plan in order to determine how to convert old data to be read and used by the new or enhanced application using knowledge of data requirements, user requirements, old and new data dictionaries, business rules, etc. as needed during the project life cycle.
10.	Build new applications in order to meet application system requirements using knowledge of programming, system requirements, FSR, vendor documentation, software development tool suite (e.g., Delphi, Visual Basic), database development tools (e.g., Access, Oracle, SQL server, Paradox, Dbase), debugging tools, industry and departmental standards, design documents at the direction of your supervisor/technical lead.
11.	Modify current applications in order to meet application system requirements using knowledge of programming, system requirements, FSR, vendor documentation, software development tool suite (e.g., Delphi, Visual Basic), database development tools (e.g., Access, Oracle, SQL server, Paradox, Dbase), debugging tools, industry and departmental standards, design documents at the direction of your supervisor/technical lead.
12.	Test (e.g., unit test, application system test, user acceptance test, stress/load test, pilot test, recovery test, interface test) new or enhanced applications in order to verify that the program/application meets application system requirements and user requirements, and determine compatibility with operating systems using test version of the program, test plans, test scripts, test data, Playback, scenarios, etc. as needed during the development of a new or enhanced application.
13.	Present periodic progress reports, flowcharts, design narrative, documentation, program and other information to users and management in order to share information about the current status of the project (e.g., issues and concerns, cost, schedule, etc.); gain feedback and buy-in, and resolve problems; and explain the program's design, capabilities, and use using meeting facilitation skills, knowledge of the application, progress reports, system documentation, project plan, FSR, and tested version of the application, as needed during the project cycle and/or as directed by supervisor or technical lead.

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Task #	Task
14.	Coordinate the implementation of the new or enhanced application by creating the implementation plan, conversion plan, contingency plan etc. in order to ensure that the program is installed and released smoothly and confirm that it is working correctly once it is installed using final version of the application, implementation plan, conversion plan, contingency plan, etc. as directed by user project manager and/or technical lead.
15.	Follow up with the user after the program application has been implemented and create the Post Implementation Evaluation Report (PIER) in order to determine if the application met the user's needs and specifications using project plan, user documentation, program documentation, interviews with users, FSR, etc. as needed during the project cycle, and/or as directed by supervisor or technical lead.
16.	**Work with a team of programmers, users, and others in order to create, design, and deliver complex projects (e.g., multi-application and/or multi-function systems that are able to interface with other systems) by coordinating work efforts and sharing knowledge across disciplines and among co-workers using communication skills, video conferencing, Joint Application Development (JAD) meetings, email, walk-throughs, etc. as directed by your supervisor.**
17.	**Maintain existing systems and applications (e.g., ad-hoc reports, make minor changes, enhance applications, fix production problems, show the user how to work around a problem, install a fix for the program, suggest a change in the user's business practices, etc.) in order to continue the smooth operation of the user's business using debugging software, troubleshooting skills, communication skills, problem-solving skills, etc. as needed.**
18.	**Write programs in command level languages (e.g., Command list (Clist), Job Control Language (JCL), UNIX scripts, CICS, batch processing (.bat), Structured Query Language (SQL), etc.) in order to meet user needs using knowledge of the command level languages, programming knowledge, knowledge of the project management life cycle, knowledge of the operating system, knowledge of the database management system, business rules, user interviews, etc. as needed or directed by your supervisor/technical lead.**
19.	**Research new technology (e.g., new programming languages, databases, equipment, software, etc.) in order to investigate the use of new technology for application to new and existing programs using vendor demonstration material, vendor documentation, descriptions of user's needs, business rules, knowledge of departmental policies and procedures, knowledge of departmental systems capabilities, etc. as needed or directed by your supervisor/technical lead.**
20.	**Train users to run applications and/or systems in order to ensure that they know how to use the program using communication skills, presentation skills, knowledge of the application/system, user guides, business rules, etc. at the direction of your supervisor/technical lead or at the request of the user.**

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Task #	Task
21.	**Develop information security measures in order to control access to applications, databases, etc. using password control, requirement documents that specify access rules, access tables/roles, firewall requirements, network requirements, etc. under the direction of the Information Security Officer and/or at the request of the user management.**
22.	**Establish procedures for operational resumption in order to ensure that departmental data and systems will be recovered in case of unforeseen circumstances (e.g., program loss, hardware problems, data corruption, natural disasters, etc.) using backups of programs and data, vendor documentation, written procedure manual, backup media, etc. at the direction of the ISO, operational recovery coordinator, and/or supervisor/technical lead.**